

INDIANA STATE LIBRARY – GENEALOGY COLLECTION INTERN

JOB DESCRIPTION

The Indiana State Library is seeking an intern to assist in inventorying and conservation of the Genealogy pamphlet collection. The extensive pamphlet collection includes local and family history items, much of which contain original documents.

ESSENTIAL FUNCTIONS

- Assist with examining contents of individual folders
- Assist with adding new items to the collection
- Search and locate bibliographic information for selected titles
- Organize, prepare, and submit statistics and other reports as required
- Photocopy materials for replacement
- Create new labels and folders as needed
- Assist and direct patrons to collections and information
- Perform other duties as assigned

QUALIFICATIONS:

Must be enrolled in an ALA-accredited Masters of Library Science degree program or equivalent. An eye for detail and interest in genealogy and local history is desirable.

ADDITIONAL INFORMATION:

Interested candidates should email a copy of their résumé to agriffis@library.IN.gov. Also, please include in the body of the email a brief cover letter or statement detailing which intern position(s) most interest you.